

May 4, 2004

**MEMORANDUM**

**To:** Constitutional Officers, Superintendents, City Managers and County Administrators  
**From:** Bruce W. Haynes, Executive Secretary  
**RE:** IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE  
REIMBURSEMENTS

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This memo is to inform you of important dates for submitting payroll and expense information toward the end of the fiscal year. and to remind you of changes to the reimbursement cycle approved by the 2002 General Assembly.

Each year, the reimbursement of the June payroll will be made in the month of July (falling into the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the old fiscal year and July through May of the new fiscal year. Because of this revised cycle, reimbursements for these months (June, 2003 through May, 2004) cannot exceed the amount of your FY04 Compensation Board Budget. To ensure this, expenditures from June, 2003 have been debited against your FY04 budgeted funds. After the May payroll has been processed, funds will be available out of FY05 for the processing of June 2004 expenditures.

Although the schedule for the reimbursement of funds has changed somewhat from years past, the year-end time frame for the May and June reimbursement process remains the same. This will ensure that June reimbursements will be received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please contact your program Technician.

Attached is the excel calendar sent to your offices each year. For those offices unable to open email attachments, we have included the important year end dates following this memo, and you may also find this calendar on our website under "Calendars and Meetings" (<http://www.scb.state.va.us/meetings.html>).

**Please "forward" this message to the individual responsible for entering data and/or certifying your online Payroll and Expense Reimbursement (SNIP).**

We sincerely appreciate your cooperation and assistance in these matters.

BWH/cmr  
Attachments

**IMPORTANT DATES**

**PAYROLL, PERSONNEL CHANGES & FUND TRANSFERS**

**MAY, 2004**

SUN	MON	TUES	WED	THUR	FRI	SAT
	TIP: CB10S (PERSONNEL CHANGES ) & FUND TRANSFER REQUEST MAY BE ENTERED IN SNIP ANYTIME , YOU DON'T HAVE TO WAIT FOR THE NEXT REIMBURSEMENT CYCLE		TIP: YOU MAY CERTIFY THE PAYROLL & EXPENSE REIMBURSEMENT THE FIRST DAY ITS AVAILABLE			1
2	3 APRIL 2004 (SNIP) PAYROLL SCREENS AVAILABLE FOR CERTIFICATION	4	TIP: CHECK YOUR PAYROLL & EXPENSE REIMBURSEMENT TO ENSURE MOST RECENT PERSONNEL ACTIONS HAVE TAKEN PLACE BEFORE CERTIFYING. YOUR TECHNICIAN WILL HELP YOU GET ALL CHANGES UPDATED WITH THE MOST RECENT INFORMATION	6	7 OFFICER & COUNTY/CITY ADMIN MUST CERTIFY THE APRIL 2004 PAYROLL & EXPENSE REIMBURSEMENTS.	8
9	TIP: THE MAY DOCKET IS THE LAST DOCKET TO MAKE REQUESTS FOR ITEMS REQUIRING COMP BOARD ACTION EFFECTING CURRENT FISCAL YEAR BALANCES.	11 LAST DAY!! SEND DOCKET REQUEST REQUIRING BOARD ACTION	12 MAY DOCKET CUT-OFF	13	14	15
16	17	18	19 COMPENSATION BOARD MEETING	20	21	22
23	24	25	26	27	28 DAY TO ENTER MAY 2004 CB10S (PERSONNEL CHANGES) ENTER JUNE 2004 PERSONNEL CHANGES IF KNOWN.	29 LAST

PLEASE FORWARD THIS DOCUMENT TO THE INDIVIDUAL RESPONSIBLE FOR SNIP

**IMPORTANT DATES**

**PAYROLL, PERSONNEL CHANGES & FUND TRANSFERS**

**JUNE, 2004**

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 May 04 Payroll & Expense reimbursements available for certification.	2 SEND REQUEST TO TRANSFER SALARIES OF "VACANT" FULL TIME POSITIONS NOT PLANNING TO FILL FOR THE ENTIRE FISCAL YEAR 2005.	3 SHERIFFS & COMM ATTYS ONLY **MUST REQUEST REIMBURSEMENT OF APPROVED FY04 EQUIPMENT ON MAY 2004 PAYROLL	4 OFFICER & COUNTY/CITY ADMIN MUST CERTIFY MAY 2004 PAYROLL & EXPENSE REIMBURSEMENT	5
6	7	8	9 LAST DAY!!! ENTER JUNE 04 CB10s & FUND TRANSFERS NOT TO EXCEED \$10,000	10	11 JUNE 2004 SNIP PAYROLL & EXPENSE REIMBURSEMENTS AVAILABLE FOR CERTIFICATION	12
13	14	15	16 JUNE DOCKET CUT-OFF	17 OFFICER & COUNTY/CITY ADMIN MUST CERTIFY JUNE 04 PAYROLL & EXPENSE REIMBURSEMENTS	18	19
20	21	22	23 COMPENSATION BOARD MEETING	24	25	26
27	28	29	30	JULY 1 ***DO NOT ACCESS SNIP***	JULY 2 ***DO NOT ACCESS SNIP**	
JULY 6 CIRCUIT COURT CLERKS CHECK/ENTER SUPPLEMENT AND/OR FEES		MAY ENTER CB10s(PERSONNEL CHANGES) JULY14TH.				

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